

## MOST FREQUENTLY ASKED QUESTIONS

Q. What all is involved in getting a public works contractor's license?

A. You need to complete the application form and submit it along with a current financial statement that meets the financial guidelines. The license fee needs to be submitted and the check should be made payable to: DBS-Public Works Contractors. You also need to submit three contractor references on our form or on their company letterhead and a open-book examination.

Q. How long does it take to obtain a license?

A. If the application is complete when it comes in then it only takes a few days to process the application and call the references. If the application is incomplete and/or does not meet the financial net worth and working capital requirements it will take longer.

Q. Do I need a public works contractor's license before I can bid on a public works project?

A. Yes, if there is **no** federal aid money in the project. You must have your public works contractor's license before you can submit a bid.

Q. If there is federal-aid money in the project can I bid it prior to obtaining my license?

A. Yes, if there is federal-aid money in the project you can bid the project prior to obtaining your public works contractor's license. You must have the proper license before you can be awarded the project or start work on the project.

Q. My renewal application is not ready, what can I do?

A. You can submit a letter requesting an extension of time for either 30 or 60 days and you must submit the license fee and the application form if it is ready. The letter must explain why you need the extension of time and the envelope must be postmarked by the end of the month so your file will remain open and current.

Q. How do I request an extension of time?

A. You submit a letter requesting the extension of time for either 30 or 60 days and you must also submit the license fee and the application form. The letter must explain why you need the extension of time and the envelope must be postmarked by the end of the month so your file will remain open and current.

Q. My financial statement is not ready, what can I do?

A. You can request an extension of time in writing for either 30 or 60 days and you must submit the license fee and the application with your request. The letter must explain why you need the extension of time and the envelope must be postmarked by the end of the month so your file will remain open and current.

Q. When is my renewal application packet sent out?

A. The renewal applications are sent out about six weeks before your license expires.

Q. Is there a current directory available?

A. Yes, the directory is on our web site and can be downloaded. The directory is updated every Friday.

Q. How do I find out if someone has a public works contractor's license?

A. You can call the office and provide the name and/or license number. We will check our records to see if they are licensed or have been licensed. You can also do a search on our web site.

Q. If I am doing private, residential or commercial work, do I need a license?

A. No, contractors doing private, residential or commercial work are not licensed or regulated at all in Idaho.

Q. Do I need a license to bid or work on a school project?

A. Yes, you need a public works contractor's license if you are doing any work for the city, county, school district or State of Idaho.

Q. What do I need to do to renew my public works contractor's license?

A. You complete pages 4 and 5 of the application form and submit it along with the license fee and appropriate financial statement based on the class of license you have. Your financial statement must meet the financial guidelines for the class of license you are applying for. These guidelines are listed on Page 3 of the application form.

Q. How do I upgrade my license?

A. You can upgrade your license at renewal time or do it anytime throughout the year by submitting an application and completing pages 4, 5 and 7 along with the appropriate financial statement that meets the financial guidelines. Page 7 must show work history to justify the upgrade or explain why you want to upgrade. You must also submit the appropriate license fee and the check should be made payable to: DBS-Public Works Contractors.

Q. How do I add types and/or categories to my license?

A. You need to submit a letter requesting the addition along with some work history that includes the date the work was done, the dollar value, and explanation as to what type of work was done. You also need to submit at least three letters of reference from people verifying that you have done that work.

Q. How do I obtain a public works contractor's license packet?

A. You can fax in a request for the license application packet and it will be sent out. If you don't have a fax machine, then provide your name and address and you will be sent a license packet. You can also download all the forms from our website.

Q. What does it cost to obtain a public works contractor's license?

A. There are two different license fees and they are based on the size of projects you want to bid on. The license fee is either \$75 or \$150.

Q. I have never been bonded, will that prevent me from obtaining a license?

A. No, you are not required to provide a bond to get your public works contractors license. You will need to provide a bond of some kind before you are awarded a public works project but that is between you and the public works entity.

Q. Do the three contractor references have to be signed and notarized?

A. Yes, the three contractor references have to be signed and notarized. They also need to provide their telephone number because the references are checked or you can have them submit a letter of reference on their company letterhead.

Q. My financial statement does not meet the financial net worth and working capital requirements for the class of license I am applying for. What can I do?

A. You need to select the class of license that fits your net worth and working capital. If you feel you need a higher class, you could have another company or individual indemnify your company. That individual or company will need to complete an indemnity agreement form and return it along with their current financial statement. An accountant must prepare this financial statement.

Q. How do I update my indemnity agreement form?

A. To update your indemnity agreement form, you submit a current personal financial statement that has been prepared by an accountant.

Q. Do I need to have a public works contractor's license if I am just supplying a product?

A. No, suppliers are exempt from the need to obtain a public works contractor's license.

Q. What determines whether it is a public works project?

A. If the project is funded with Idaho tax dollars, a public works contractor's license is required.

Q. I recently changed from a sole proprietorship to a corporation, what do I have to do?

A. You have sixty (60) days to submit a change in business structure application. This is the same form used to apply for a license. You also have to submit the license fee and a current corporate financial statement on the new entity along with a completed application form.